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OP-76-2367

DS&amp;T-597-86

21 OCT 1986

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director  
Director of PersonnelFROM: R. E. Hineman  
Deputy Director for Science and TechnologySUBJECT: Expansion of the Senior Scientist and  
Engineer Program

1. Action Requested: Your approval of the expansion of the Senior Scientist and Engineer Program (SSEP) in the Directorate of Science and Technology (DS&T) to include senior analysts.

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2. Background: A number of years ago the DS&T established the SSEP in order to provide our exceptional scientists and engineers advancement to the GS-15 and SIS levels without necessarily moving into management. This program has been as successful in the DS&T as the Senior Intelligence Analyst Program has been in the DI. I now find a similar requirement for deserving analysts in this Directorate who are not scientists or engineers. Without such a program, our analysts, such as those in NPIC and FBIS, must become managers in order to achieve the GS-15 level and, therefore, in many cases move away from the work for which they are most qualified to perform. This Directorate, in conjunction with the Position Management and Compensation Division (PMCD), has developed a number of bridge positions to GS-14, which has made it possible to recognize superior performance in our analysts to that level. We now need further flexibility through the establishment of DS&T analytical positions at GS-15 to accommodate exceptional personnel whose responsibilities exceed the level of the bridge positions. I propose to do this by expanding the SSEP by  positions and retitling it the Senior Scientist, Engineer, and Analyst Program.

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Attached are a Memorandum of Understanding and a position description which outline the proposal. Candidates will meet the criteria described and be approved by me. PMCD will validate the program during its periodic surveys.

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**SUBJECT: Directorate of Science and Technology  
Senior Analyst Program**

3. Recommendation: This change is designed to retain superior performers in the analytical field. Therefore, I strongly urge your approval.

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R. E. Hineman

**Attachments:**

- A. Memorandum of Understanding
- B. Position Description

**CONCUR:**

*December 8 1986*

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

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**APPROVED:**

\_\_\_\_\_  
Deputy Director for Central Intelligence

*Dec 11, 1986*  
\_\_\_\_\_  
Date

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**S E C R E T**



**SECRET****MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding expands the Senior Scientist and Engineer Program for the Directorate of Science and Technology (DS&T) to include senior analysts. It sets forth the conditions under which senior analysts will be selected and assigned. The purpose of the expansion is to provide a number of non-managerial advancement opportunities for analysts who have demonstrated exceptional expertise and creativity in advancing the capabilities of the Intelligence Community, and whose contributions merit advancement without entry into the managerial ranks. The expanded program is to be known as the Senior Scientist, Engineer, and Analyst Program (SSEAP).

The number of senior analysts in the program will not exceed  at the GS-15 level. Office Directors will nominate candidates for the SSEAP to the Deputy Director for Science and Technology (DDS&T) based on criteria agreed upon by the DDS&T and the Director of Personnel (D/OP) (see attachment). The final selection will be made by the DDS&T who will advise the D/OP of the appointments.

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Administrative arrangements will be as follows:

- a. The DS&T Career Service Board will consider nominations from the DS&T Offices and make recommendations to the DDS&T.
- b. When an analyst position has been selected for the program, the sponsoring office will transfer a position of appropriate grade level (GS-14 or above) to a Senior Scientist, Engineer, and Analyst Officer Group to be located in the Office of the Director of that office. OP/PMCD and DS&T will jointly provide points when it is not possible to identify existing GS-14 positions for the program.
- c. The analyst and accompanying position will retain their original career service designation, and the incumbent will remain under the supervision and career development cognizance of the sponsoring office director.
- d. The duration of an assignment as a senior analyst will be indefinite, based on DS&T priorities and the continued availability of each incumbent.

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e. When a senior analyst position is vacated, the ceiling will revert to the sponsoring office for appropriate use unless a continuing DS&T need is identified and a fully-qualified candidate from the same career service is selected to fill the vacated position. The grade level of the position is to be determined by PMCD using traditional position classification methodology.

f. PMCD will conduct periodic surveys of the senior analyst positions for validation. Discrepancies will be brought to the attention of DS&T management, and if they cannot be resolved informally, will be subject to the existing classification appeals system.

g. Existing GS-15 senior analyst positions, having been classified on their own merits, are not included in the total ☐ positions covered by this Memorandum of Understanding. They are subject to normal review and evaluation during office surveys. New GS-15 positions identified in normal surveys will be brought to the attention of DS&T management.

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Deputy Director for Science and Technology

20 OCT 1986

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Director of Personnel

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